

Your Name

USC ID

Date Leaving Home Base	mm/dd/yy	Time	am/pm
Date Returning Home Base	mm/dd/yy	Time	am/pm
Specific Purpose of Travel and Destination			

Add. Funding : *List additional funding sources besides department approved amount on this sheet. List Commitment # or project # and specify the amount authorized to be used. Include funds applied for at CAS, regardless if awarded yet or not.

Section I – Methods of Transportation

Airfare Total	
Luggage Fees	
Taxi/Rideshare Amount	
Personal Vehicle Mileage One way / departure @ \$0.70/mile (70¢)	
One way / return @ \$0.70/mile (70¢)	
Subtotal Section I (mileage rate updated 01/2025)	

Section II – Subsistence

Lodging cost per night (including taxes): \$	per night	nights =	
Meal allowances:			
In state	B = \$8.00 L = \$10.00 D = \$17.00	\$35.00 per day max	
Out-of-state	B = \$10.00 L = \$15.00 D = \$25.00	\$50.00 per day max	
List all dates of business travel that you will claim per diem in box below:			
			Enter per diem total below
In-state/Out-of-state daily per diem x # of days (for foreign per diem, see links below)			
Click Here for State Dept. rates, Click Here for Appendix B (consult Evan for guidance)			
Subtotal Section II			

If meals were provided as part of registration, you cannot claim the expense. Meal receipts are not required. Out-of-country per diem is based on country and city.

Section III – Other Expenses (Original receipts must be provided for this section)

Registration	
Taxi, shuttles, subways	
Airport/hotel parking	
Rental car	
Gas for rental car only, not personal vehicle	
Other	
Subtotal Section III	

Section IV – Summary

Section I Transportation	
Section II Subsistence	
Section III Other	
Grand Total Requested	

Total amount approved

Department Chair (or Assoc. Chair) Signature:

Date: